AK-ARPA Business Relief Program Instructional Guidelines

Please read this document completely prior to applying and refer to it frequently if you have any questions or issues during your application process. This document provides detailed instructions for responding to every question in the application.

If questions arise after reading these instructions, contact the Juneau Economic Development Council at ARPAgrant@jedc.org for the quickest response or call (907) 917-3720.

Contents

Grant Application Questionnaire

Is this business currently in operation?

○ Yes ○ No Is this business currently in operation?

Respond yes or no. To be eligible, businesses must currently be in operation. Seasonal businesses that have or will operate in 2021 but are currently out of season should answer *yes*.

Was this business in operation prior to January 1, 2020?

○ Yes ○ No Was this business in operation prior to January 1, 2020?

Respond yes or no. To be eligible, businesses must have been in operation prior to January 1, 2020. There is no exception to this rule.

Did this business have a valid Alaska business license on January 1, 2020? Businesses that had valid licenses that expired on December 31, 2020 and have subsequently renewed may also select yes. If this business operates under a valid exemption and operations under a permit or license as a fishery, mining, alcohol, or insurance business, please select "yes."

○ Yes ○ No Did this business have a valid Alaska business license on January 1, 2021? Businesses that had valid licenses that expired on December 31,2020 and have subsequently renewed may also select yes. If this business operates under a valid exemption and operates under a permit or license as a fishery, mining, alcohol, or insurance business, select yes.

Respond yes or no. To be eligible, a business must have had a valid Alaska business license on January 1, 2020. However, a small percentage of Alaska business licenses expired on December 31, 2020 and later renewed but

were technically lapsed on January 1, 2021. Businesses that were technically expired on January 1, 2021 but subsequently renewed may also select *yes*.

Alaska statutes 43.70.105 provides exemptions for certain business types from the requirement to hold a valid Alaska business license. These businesses may include mining, alcohol, fishing, oil and gas, or insurance related businesses. If your business is not statutorily required to have an Alaska business license in order to operate, you may also select *yes*. You will be required to upload your relevant licenses, certificates, or permits later in the application process.

Is this business located in Alaska?

○ **Yes** ○ **No** Is this business located in Alaska?

Respond yes or no. Business operations must be physically located in Alaska. For sole proprietorships, the owner must currently be a resident of Alaska and have been a resident of Alaska during all of calendar year 2020. To determine if you meet the residency requirements, please refer to
https://www.elections.alaska.gov/Core/whocanregisterandwhocanvote.php

Is this a marijuana-related business?

○ **Yes** ○ **No** Is this a marijuana-related business?

Respond yes or no. Due to federal funding of the AK-ARPA program, marijuana businesses are not eligible for this program in order to comply with federal law.

Is this a publicly traded business?

○ **Yes** ○ **No** Is this a publicly traded business?

Respond yes or no. Publicly traded businesses are not eligible for this program.

Is this a nonprofit?

○ **Yes** ○ **No** Is this a nonprofit?

Respond yes or no. Nonprofits are not eligible for this program. The Alaska Legislature funded a separate program to provide relief to nonprofits. Details on the nonprofit relief program will be released in fall 2021.

Did this business have annual gross revenues between $10,000 and $50,000,000 in 2019 or is the business exempt from the gross revenue cap because it is part of the seafood, mining, or oil and gas industries?

○ Yes ○ No Did this business have annual gross revenues between $10,000 and $50,000,000 in 2019 or is the business exempt from the gross revenue cap because it is part of the seafood, mining, or oil and gas industries?

Respond yes or no. Businesses that had 2019 gross revenues lower than $10,000 or higher than $50 million are not eligible. Certain seafood processing, mining, and oil and gas industries are exempt from this requirement due to costs incurred in order to comply with State of Alaska health mandates and should answer yes.

Did this business incur at least a 50% decrease in net income between 2019 and 2020?

○ **Yes** ○ **No** Did this business incur at least a 50% decrease in net income between 2019 and 2020?

Respond yes or no. Eligible businesses must have incurred at least a 50% decrease in net income between 2019 and 2020, as evidenced by tax returns. Businesses that had less than a 50% decrease in net revenues are ineligible for this program. Seafood processing, mining, and oil and gas industries may report this information for a single site. Later in the application, these industries will be asked to upload audited financials in place of tax returns for verification of data.

Have you filed your 2019 and 2020 tax returns?

○ **Yes** ○ **No** Have you filed your 2019 and 2020 tax returns?

Respond yes or no. Only businesses that have filed both 2019 and 2020 Federal tax returns are eligible for this program. Different tax returns are required for different kinds of businesses. The table below lists some common returns by entity type.

Type of Business	Tax Form
C Corp	Form 1120
S Corp	Form 1120S
Partnership	Form 1065
Sole Proprietorship	Form 1040 Schedule C

Has this business been debarred?

○ **Yes** ○ **No** Has this business been debarred?

Respond yes or no. Businesses must be in good standing with the State of Alaska Division of Corporations, Businesses, and Professional Licensing or the appropriate license, certification, or permit authority in order to be eligible for this program. Additionally, the business must not have been debarred from participation in state or federal grant or contracting opportunities.

Has this business been adversely impacted by COVID-19?

○ **Yes** ○ **No** Has this business been adversely impacted by COVID-19?

Respond yes or no. Eligible businesses must have suffered a significant financial impact as a result of the COVID-19 pandemic, as evidenced by a 50% or more decrease in net income between 2019 and 2020 or, for certain seafood processing, mining, and oil and gas industries, have incurred significant, unexpected COVID-19 expenses in order to maintain operations and comply with the prior Health Mandates relating to critical workforce infrastructure plans.

Are you the business owner or an authorized third party for the business?

○ **Yes** ○ **No** Are you the business owner or an authorized third party for the business?

Respond yes or no. Only the business owner(s) or an authorized agent may apply for this program. If you are not the owner(s) or authorized agent, the Signatory Authority form must be filled out, signed, and uploaded with all other required documents. The signatory form can be found at:
http://www.commerce.alaska.gov/web/portals/0/pub/AK-ARPA%20Signatory%20Authority%20Form.pdf.

Will all grant funds awarded be used on business expenses?

○ **Yes** ○ **No** Will all grant funds awarded be used on business expenses?

Respond yes or no. All AK-ARPA grant funds are to be used on qualifying businesses expenses including, but not limited to: business operating expenses, professional licensing costs, unemployment insurance for calendar year 2021, business payroll costs (including sick leave), payments on any business mortgage obligation or rent payments (not including prepayments), business debt service (both principal and interest, not including prepayments), and business utility payments. Grant awardees will be required to spend funds by a certain date (fall 2022, date TBD) or return unused funds. The precise date will be included on the grant agreements businesses are required to sign in order to receive funds.

Do you agree to comply with all reporting requirements and maintain accurate records?

○ **Yes** ○ **No** Do you agree to comply with all reporting requirements and maintain accurate records?

Respond yes or no. Awardees are required to comply with all reporting requirements and maintain accurate records. As a condition of award, grantees will be required to respond to a brief business survey for statistical data collection and report on the appropriate use of funds on a monthly basis until all funds have been expended. Reports must be submitted electronically via the online portal. Grantees who fail to report may be required to return all funds. Grantees may be audited. If contacted by auditors, grantees must comply with all requests for information in a timely manner. Grantees must maintain records for a period of six years.

Enter the Tax ID Number of the entity that will be applying for the grant.

Enter the Tax ID Number of the entity that will be applying for the grant. Value must be provided in SSN (###-##-####) or EIN (##-#######) format:

Enter the tax ID of the business concern. Values must be provided in SSN (###-##-####) for sole proprietors or EIN (##-#######) for other businesses.

AK-ARPA Business Relief Program Instructional Guidelines

Revenue and Other Assistance

Gross Revenue

Enter the Gross Revenue reported on your 2019 and 2020 tax returns. For more guidance please refer to the Grant Application Instructions.

2019 Gross Revenue: [   ]

2020 Gross Revenue: [   ]

The list below is meant as a representative list and should cover most eligible business types. Enter your 2019 and 2020 Gross Receipts or Sales from your tax returns, according to the chart below:

Type of Business	Tax Form	Gross Receipts (Gross Annual Revenue)
C Corp	Form 1120	Line 1C plus line 6
S Corp	Form 1120S	Line 1C
	Form 8825	Line 18A
Partnership	Form 1065	Line 1C
	Form 8825	Line 18A
Sole Proprietorship	Form 1040 Schedule C	Line 3
Farmers (individual)	Form 1040 Schedule F	Line 9
Rental (individual)	Form 1040 Schedule E	Line 23A

Net Income

Enter the Net Income reported on your 2019 and 2020 tax returns. For more guidance please refer to the Grant Application Instructions.

2019 Net Income: [   ]

2020 Net Income: [   ]

Enter your 2019 and 2020 Net Receipts or Sales from your tax returns, according to the chart below:

Type of Business	Tax Form	Taxable Income/ Ordinary Income (Net Annual Income)
C Corp	Form 1120	Line 28
S Corp	Form 1120S	Line 21
Partnership	Form 1065	Line 22
Sole Proprietorship	Form 1040 Schedule C	Line 31
Farmers	Form 1040 Schedule F	Line 34
Rental (individual)	Form 1040 Schedule E	Line 21

Other Assistance

List all COVID-related grants and forgivable loans the applicant business has received from all sources. This may include local government, state government, federal government, tribal entities, or private sources. You must enter a value for the programs pre-loaded on the application. If you did not receive funds under one of these predefined programs, enter "0." Enter the amount on the left column, and the date the funds were received on the right.
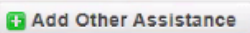
List all additional assistance the applicant has received from other grants and loans regardless of whether they are accounted for in the 2020 net income reported above. If no assistance was received, enter 0 in the amount field. Prior grants not already accounted for in 2020 net income will be added for calculation of eligibility and award.

➕ Add Other Assistance

Assistance Type	Amount	Funds Received Date
Economic Injury Disaster Loan – Advance (EIDL-Advance)		
Paycheck Protection Program (PPP) ℹ️		
Shuttered Venue Operator Grant (SVOG)		
Restaurant Revitalization Fund (RRF)		
Local or Municipal Grant		
AK CARES		

If you received a grant not on the predefined list, click the "Add Other Assistance" button. A red button, signaling a new field, will appear. Enter the assistance type, amount of funds received, and the date funds were received. All forms of assistance must be listed for a complete application.

List all additional assistance the applicant has received from other grants and loans regardless of whether they are accounted for in the 2020 net income reported above. If no assistance was received, enter 0 in the amount field. Prior grants not already accounted for in 2020 net income will be added for calculation of eligibility and award.

➕ Add Other Assistance

Assistance Type	Amount	Funds Received Date
Economic Injury Disaster Loan – Advance (EIDL-Advance)		
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Shuttered Venue Operator Grant (SVOG)		
Restaurant Revitalization Fund (RRF)		
Local or Municipal Grant		
AK CARES		
➖ Please Describe		

Applicant Information

Filer Details

Complete this section with your personal information as an individual authorized to submit this the grant application on behalf of the business. If you are not listed as an owner of the business based on the licensing selection below, you may be required to complete a Signatory Authority form.

First Name:	
Middle Name:	
Last Name:	
Suffix:	
SSN:	123-45-6789
Mailing Address:	➕ Add Address

Add Address ✖

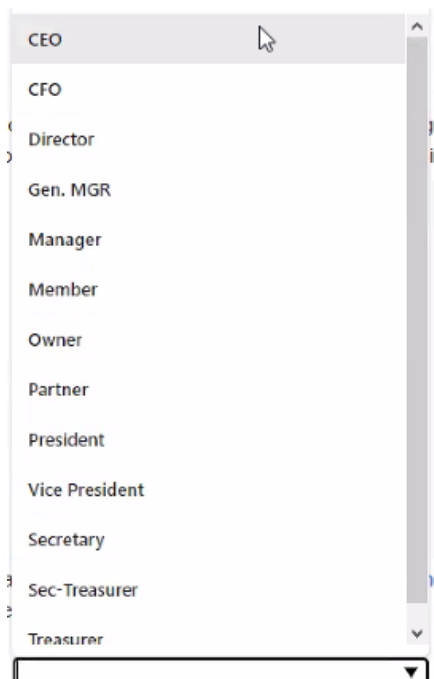|	
Country:	UNITED STATES
Address Line 1:	
Address Line 2:	
City:	
State/Province:	(make selection)
Zip Code:	
Zip Plus:	

💾 Save   Cancel

This section is where the information for the authorized individual completing and submitting the application on behalf of the applicant business is entered. All fields are required and must be entered for an application to be considered complete.

If you are not listed on State of Alaska records as an owner of the business, you will be required to complete a Signatory Authority form. The signatory form can be found at:
http://www.commerce.alaska.gov/web/portals/0/pub/AK-ARPA%20Signatory%20Authority%20Form.pdf.

If you do not provide a valid phone number and email address, or if you do not check your emails/voicemails regularly, you may miss important communication, potentially resulting in the rejection of your application.

Relationship to Grant Applicant

Note that if you are not an owner of the business applying for the grant, a completed Signatory Authority form authorizing you to complete this application must be uploaded with all other required documents.

Relationship: [   ]

Select your relationship to the applicant business by selecting one of the predefined relationships in the drop-down menu. If your relationship is not listed as one of the options, you may type it in. Use a predefined selection if possible. If you are not the owner or authorized signatory, the Signatory Authority form must be filled out, signed, and uploaded with other required documents.

Although not required as part of the initial application, applicants may choose to include a business resolution, corporate bylaws, or other authorization as your particular case may require.

Business Contact Information

Note that the provided business phone number and email address will be used for all correspondence. Failure to provide a valid phone number and email address, or failure to monitor the provided phone number and email address may result in an inability to receive crucial information, potentially resulting in the rejection of a grant application.

Business Phone Number: [(907) 555-0000 x1234]
Business Email: [   ]
Confirm Business Email: [   ]

Provide current business contact information. It is important that this information is up to date and correct, as this information will be used to expedite the processing of your grant application. If you do not provide a valid phone number and email address, or if you do not check your emails/voicemails regularly, you may miss important communication, potentially resulting in the rejection of your application.

> *IMPORTANT*: The information entered here will serve as the primary contact phone number and email address during the processing of this grant. This will be the email and phone number or record. Secondary numbers or emails will not be contacted unless a there is a problem communicating with the primary applicant. If you need to change your contact information after submission, please contact the help line at (907) 917-3720 or email ARPAGrant@jedc.org.

Licensing Information

Please provide your Alaska business license, Alaska alcohol license, insurance license, Commercial Fisheries Limited Entry permit, or Permit to Mine in Alaska (APMA).

- *Alaska business license*: Enter the business license number in the space provided. Enter the license number in the form and press the "Validate" button. Check to make sure the information matches your license. If you do not remember your Alaska business license number, click the "Search Here" button to retrieve it.

Provide detailed information regarding the license, address, and ownership of the business applying for the grant. This information will be verified against State of Alaska records.

License Type: Alaska Business License
You must have held an active Alaska Business License as of December 31, 2020, and must continue to hold an active license in 2021.

Business License Number: 123456   Validate   Search here

Business Name:

NAICS Codes:

Business Owners

First Name	Middle Name	Last Name	Suffix	Entity Name	Entity Number

Mailing Address: 123 Mockingbird Lane
Anchorage, AK 99508
Edit

Physical Address: 123 Mockingbird Lane
Anchorage, AK 99508
Edit

Business Type: Business Corporation

D-U-N-S Number: 123456789   What's this?

- *Alaska alcohol license*: Enter the alcohol license number in the space provided. Find the number on your license, which should be prominently displayed in your place of business. Enter the name of the business on the line provided. Add the licensee(s) by selecting the "Add Licensee" box.

Provide detailed information regarding the license, address, and ownership of the business applying for the grant. This information will be verified against State of Alaska records.

License Type: Alaska Alcohol License
Enter the license number and licensee name as it appears on the license.

License Number:

Business Name:

Business Owners

➕ Add Business Owner

- *Alaska insurance license*: Enter the company/license number in the space provided. Enter the company/business name in the space provided. Add the licensee(s) by selecting the "Add Licensee" box.

Provide detailed information regarding the license, address, and ownership of the business applying for the grant. This information will be verified against State of Alaska records.
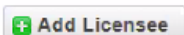
License Type: Alaska Insurance License

Enter the license number and licensee name as it appears on the license.

Company/License Number:

Company/Business Name:

Licensees

➕ Add Licensee

- *Alaska mining license or permit*: Enter the mining license or permit number in the space provided. Add the licensee(s) by selecting the "Add Licensee" box.
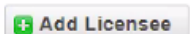
Provide detailed information regarding the license, address, and ownership of the business applying for the grant. This information will be verified against State of Alaska records.

License Type: Alaska Mining License or Permit

Enter the license number and licensee name as it appears on the license.

License Number:

Licensees

➕ Add Licensee

- *Commercial fishing permit/fisheries business license*: Enter the permit number or fisheries business license number in the box provided. Add permit holder by selecting the "Add Permit Holder" box.

Provide detailed information regarding the license, address, and ownership of the business applying for the grant. This information will be verified against State of Alaska records.

License Type: Comm. Fishing Permit/Fisheries Business License

Commercial Fishing Permit: You must permanently hold a Limited Entry Permit or Interim Entry Permit. Temporary permit holders do not qualify. Provide the full permit number from the gear card (example: S01A 12345G) and your name as it appears on the card. Fisheries Business License: Enter the License Number and Name as it appears on the license.

Permit/License Number:

Permit/License Holders

➕ Add Permit/License Holder

Business Type

Specify your business type using the dropdown menu. Business Corporation, Limited Liability Company (LLC), or Sole Proprietorship are some of the most common business types in Alaska.

If your mailing address and physical address did not automatically populate, or if one or both needs updating, correct with the current information. *Hint: you should also update your relevant licenses before submitting this application to avoid unnecessary delays or the possibility of a rejection due to conflicting information.*

DUNS Number

In order to process your application, you must have a valid DUNS number. Add your DUNS number in the box provided. If you don't have or can't remember your DUNS number, follow the link on the application to the Dun & Bradstreet website: fedgov.dnb.com/webform. An instructional document for obtaining a DUNS number can be found at: http://www.commerce.alaska.gov/web/portals/0/pub/AK-ARPA%20DUNS%20Number%20Guide.pdf. DUNS numbers are free and should be issued within 24 hours.

Expected Expenditures

Please select all expense categories that you anticipate grant funds may be used towards. Selecting an expense does not obligate you to spend the funds in that category. However, all funds must be spent on eligible uses by the date specified on your grant agreement, or the funds must be returned.

If you select "Occupational License Costs", "Unemployment Taxes", or "Other Eligible Expenses", you will need to fill in the "Required Additional Information" fields before the application may be submitted.

Select all anticipated expenditures grant money would be spent on. At least one expected expenditure is required. Note: Any expense previously covered by another grant program is ineligible for coverage (no double dipping).

Expenditure	Required Additional Information
☐ COVID Safety	N/A
☐ Debt Service	N/A
☐ Employee Retention	N/A
☐ Maintenance	N/A
☐ Occupational License Costs	License Number...
☐ Other Eligible Expenses	Description...
☐ Payroll and Benefits	N/A
☐ Remaining CY21 Unemployment Taxes	Expected Amount...
☐ Rent/Mortgage	N/A
☐ Supplies/Inventory	N/A
☐ Utilities	N/A
☐ Vendor Costs	N/A

Additional Questions

How has your business been impacted by COVID-19?

> How has your business been impacted by COVID-19?
>
> [   ]

Please provide a brief narrative to describe the impact COVID-19 has had on your business and operations.

How do you intend to use these funds (high level)?

> How do you intend to use these funds (high level)?
>
> [   ]

Please provide a brief narrative as to how you intend to use the funds. This can be a high-level explanation; you do not need to provide specifics on how each dollar would be spent.
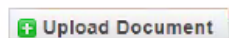
Did you apply for all other state and federal grant programs that you met the eligibility requirements for? If not, please explain why.

> Did you apply for all other state and federal grant programs that you met the eligibility requirements for? If not, please explain why.
>
> [   ]

This information, while required, will not impact your ability to receive a grant under the AK-ARPA Business Relief program.

Upload Documents

Upload relevant documentation. 2019 and 2020 tax returns must be uploaded for an application to be considered complete. The only exception to this criteria is for a seafood processor, mining, or oil and gas company applying for a single site. These applicants may upload audited financials for a single site in lieu of taxes. Documents uploaded to incomplete and unsubmitted applications will be deleted after 7 days. If you are unable to complete and submit your application within 7 days, these documents will need to be uploaded again. Please see Grant Application Instructions for more detailed information on required documents.

⊕ Upload Document

The following documents are required to be uploaded with your application for your grant request to be processed. If the documents are not uploaded at the time of submission, the application will be rejected.

- 2020 filed federal tax return for the applicant business.
- 2019 filed federal tax return for the applicant business.
- Signed IRS 4506-T Authorization form for 2019 and 2020 Taxes.
- Voided check or deposit slip with name and address of the business clearly visible (this is to verify bank account information).
- Signatory authority form (for submissions made by third parties only). The signatory form can be found at: http://www.commerce.alaska.gov/web/portals/0/pub/AK-ARPA%20Signatory%20Authority%20Form.pdf.
- Valid government photo identification of the filer and, if applicable, the official authorizing the signatory authority form.
- A copy of the license or permit the business operates under may expedite processing.

To upload a document to the application, click the "Upload Documents" button, and use the drop-down menu to select the file description of the document being uploaded. Then click the "Browse" button to select the file to be downloaded. Although .pdf file types are preferred, supported file types may include .xls, .xlsx, .doc, .jpg, .jpeg, .png, .tif, and .tiff.

Upload Document

File Requirements:
- Supported file types: .pdf,.xls,.xlsx,.doc,.docx,.jpg,.jpeg,.png,.tif,.tiff
- Max total file size: 20 MB

File Description: [   ]

File: [Choose File] No file chosen

[💾 Save] [Cancel]

[🞧 Upload Document]

File Description	File Name
☰ Complete 2019 Tax Returns	49002-Complete.pdf

Review Application

IMPORTANT: Please review the PDF of your grant application for submission.

Grant Application Document: 📄 Click here to review.

Make sure required supporting documents, including 2019 and 2020 tax documents, are uploaded. Please confirm the accuracy of the contact information included. It is the responsibility of the applicant to be responsive to any requests for additional information from the Department of Commerce, Community, and Economic Development or contracted grant processors.

By selecting Submit Application, I am certifying that I have reviewed the PDF of my application and that all information included is complete and correct and that I am authorized to submit an application for this business. This step serves as my self-certification of accuracy and completeness.

Submission of a qualifying application is not a guarantee of funding.

[Return to Application]   [Submit Application]

Once the completed document is submitted, a .pdf grant application document will be auto generated. Select the "Click Here to Review" link and carefully review all information prior to final submission. No changes can be made to the application after submission unless requested by the contractor/processor. Incorrect applications can only be cancelled, and the applicants still interested in pursuing this grant opportunity would be required to restart the process. Incomplete applications will also be rejected. During the processing of applications, the processor may request additional information if the standard required documents have all been provided. For any questions, please email ARPAgrant@jedc.org for the quickest response, or call (907) 917-3720.

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Submit Application

IMPORTANT: Please review the PDF of your grant application for submission.

Grant Application Document: 🅐 Click here to review.

Make sure required supporting documents, including 2019 and 2020 tax documents, are uploaded. Please confirm the accuracy of the contact information included. It is the responsibility of the applicant to be responsive to any requests for additional information from the Department of Commerce, Community, and Economic Development or contracted grant processors.

By selecting Submit Application, I am certifying that I have reviewed the PDF of my application and that all information included is complete and correct and that I am authorized to submit an application for this business. This step serves as my self-certification of accuracy and completeness.

Submission of a qualifying application is not a guarantee of funding.

[Return to Application]   [Submit Application]

After you have thoroughly reviewed your application, click "Return to Application" to resolve any errors. If you are satisfied with your application, click "Submit Application."

Grant Steps After Submission

COVID-19 Business Relief Grant

Welcome to the COVID-19 Business Relief Grant Portal. See the instructions above to find definitions and other helpful information to complete the grant application.

Actions

➕ Apply for Grant
➕ Add Existing Grant

Existing Grant Applications

	Grant #	Status	Business Name
≡	49004	Pending Review	

You will be able to view certain aspects of your application, which will be assigned a grant number. Should additional information be required, you will be contacted via email and required to log back in to the portal, where additional information and instructions will be available. Applicants that are funded will be required to complete a survey, sign a grant agreement, and submit regular spending reports.